

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815.
Wednesday, October 14th, 2020, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the September 2020 LAMTD Meeting Minutes	Approval
2. Public Comments	None
3. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Internet Service Provider with Service Upgrade	Approval
4. Legal / Ben Darby, Esq.	
a. Agreement w/ Elderpoint Ministries for use of Park and Ride Facility	Approval
b. Gresham Farms addition of land, Resolution 21-1	Approval
c. Gresham Farms Commercial addition of land, Resolution 21-2	Approval
d. Agreement for Legal Services	Approval
e. Ratify Memo between LAMTD and TWU 525	Approval
5. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
6. Executive <u>Informational</u> Summary / Tom Phillips	
a. August Calendar	None
b. Ridership and UAP Update	None
7. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
SEP 9, 2020
AGENDA ITEM #1

Agenda Item: Approval of the September 2020 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended

Action: Board approval of the September, 2020 LAMTD Meeting Minutes

Attachments: September 9, 2020 LAMTD Meeting Minutes
September 3, 2020 LAMTD Public Hearing Minutes
September 17, 2020 LAMTD Public Hearing Minutes
September 30, 2020 LAMTD Emergency Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 9th, 2020 at 8:30 a.m.

Directors:

Polk County Commissioner John Hall
Polk County Commissioner George Lindsey III
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:32am By Commissioner Hall

Agenda Item #1 – Approval of the Minutes

- a. Approval of the August 12, 2020 LAMTD Board Meeting Minutes

[Attachment available]

“Approval of meeting minutes for the month of August”
1st Sara McCarley/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Million Miles Recognition

In recognition of achieving a million miles with the agency, we will be honoring the following operators:

- Jeffery Krey

Agenda Item #4 – Finance

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date July 31, 2020
FY 2019-2020

Year to Date July 31, 2020

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
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LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 9th, 2020 at 8:30 a.m.

Revenue YTD	83%	\$9,162,520	\$8,907,620	97%	\$11 Million
Expenses YTD	83%	\$9,162,520	\$7,810,680	85%	\$11 Million

REVENUES:

The total revenues realized year-to-date through July 31, 2020 totaled \$8.91 million or 97% of the YTD budget.

- Farebox revenues reflect \$332,000 or 67% of YTD budgeted revenues through July 31, 2020.
- Contract revenues totaled \$119,100 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.968 million or 102% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$95,000 under budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$830,000.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled \$1.25 million.
- Advertising income reflects \$102,000 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$55,250 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 9th, 2020 at 8:30 a.m.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date July 31, 2020
FY 2019-2020

EXPENSES:

The total expenses year-to-date through July 31, 2020 totaled \$7.81 million or 85% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of July 31, 2020, these expenses totaled \$5.3 million or 10% under budget of \$5.9 million a favorable variance.
- Professional and Technical Services expenses totaled \$301,000 of the YTD budget, and under budget.
- Other services expenses totaled \$63,000 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$286,000 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$464,000 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through July 31, 2020

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through July 31st the financials reflect a favorable actual variance of \$1.09 million with 83% of the fiscal year due to collection of property taxes.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15
* 1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965

* Total 10.13%, LAMTD 13.37%, PCTS 4.70%

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of July 31, 2020
Year to Date Report
Percent of FY Reported (83%)

Revenues

- The revenues totaled \$5.3 million or 81% of the year-to-date budget.
- The FTA grants drawdown \$1.0 million year-to-date.
- Fare Revenues totaled \$65,350 or 58% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and in line with the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$1.4 million or 80%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$5.54 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$3.1 million or 88% of the YTD Budget
- Operating expenses totaled \$1.7 million or 86% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$729,000 or 89% of budget.
- Capital Expenses shows no activity.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of July 31, 2020
Year to Date Report
Percent of FY Reported (8.3%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- The revenues totaled \$98,570 or 80% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$89,980 or 81% of the grant.
- Contract Revenues and other revenues totaled \$6.
- The County funding for the match totaled \$8,580 or 69%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$86,000 or 70% of the year-to-date budget.
- Salaries and wages totaled \$73,810 or 92% of the YTD Budget.
- Operating expenses totaled \$12,200 or 28% of the YTD Budget.

Operating Results

- Actual Revenues exceeded actual expenses by \$12,560.

d. ADA Deployment Pads and Bus Shelter Installation and Manufacturing

With a formal competitive bid processes, the District solicited and awarded the ADA Deployment Pads/Shelter Installation Contract 19-002 to FL Safety Contractors. Award was made and approved in June 2019.

The Contract was written contingent upon Available Funding, for which the District has received numerous grant awards, now exceeding the modified contract amount of six-hundred and fifty thousand (\$650,000). Said grant awards have afforded us the opportunity to increase deployment pad sites and shelter installations under the noted contract. For this reason, the District seeks to increase the contract by two-hundred thousand dollars (\$200,000) for a total of eight-hundred and fifty thousand dollars (\$850,000).

The ADA Deployment Pads/Shelter Installation was originally awarded for four-hundred and fifty thousand (\$450,000), modified to six-hundred and fifty thousand (\$650,000) February this year, and would increase another two-hundred thousand dollars (\$200,000) for a total Not to Exceed amount of eight-hundred and fifty thousand dollars (\$850,000). Said grant awards have afforded us the ability to increase deployment pad sites and shelters installation under the noted contract.

The attached modification reiterates the contractual clauses referencing the agreement being contingent upon available funding and that the increase does not reflect that of the District's minimum guarantee.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 9th, 2020 at 8:30 a.m.

“Approve the utilization of Federal Highway Administration transfer of funds to the Federal Transit Administration for Haines City Shelters.”

1st Sara McCarley/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

e. FTA 5307 Urbanized Funding for Shelters in Haines City

This grant involves the placement of seven shelters in the Haines City area. Originally this grant application was submitted to Polk TPO by Haines City that was later transferred to the District by FDOT because of the Districts experience in the field. The District applied for these funds and was awarded \$231,037 with Transportation Toll credits utilized for match. There is no fiscal impact to the County or the District.

“Approve an increase to the Not to Exceed Amount for the ADA Deployment Pads/Shelter Installation Contract 19-002.”

1st George Lindsey/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

Agenda Item #5– Legal

a. Lakeland Autobody Annexation

This annexation will add the Lakeland Autobody development project to the district.

“Approve the annexation of additional lands to the district.”

1st George Lindsey/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

b. Schedule of Meeting for LAMTD FYE 20201

[Attachment Available]

“Approve the dates for meeting for LAMTD in FYE 2021.”

1st George Lindsey/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

c. County Interlocal Agreement

This agreement covers the FY 2020-21 agreement between LAMTD and Polk County.

This version includes the language approved by the District and the County.

“Approve the language as written in the Interlocal Agreement with Polk County.”

1st George Lindsey/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 9th, 2020 at 8:30 a.m.

Agenda Item #6 – Executive Director Report

- a. Agency Updates
 - Issues with Elderpoint in the news, but they are current with LAMTD
 - New Posner service has started
 - Ending the moratorium for unplanned vacation
 - The District has created separate lines of accounting for CARES act to track dollars spent
 - Update on Polk State, the District will provide relief.

Agenda Item #7 – Executive Director Informational Summary

- b. Aug Calendar

[Attachment Available]

- c. Ridership and UAP Update

[Attachment Available]

Agenda Item #8 – Other Business

Commissioner Hall

- Would like to thank the board and the district the opportunity to serve
- Motion to move Commissioner McCarley to Chair: 1st by Bill Mutz, 2nd by Phillips Walker, motion passes
- Motion to Commissioner Lindsey to Vice: 1st by Sara McCarley, 2nd by Phillips Walker, motion passes
- Motion to install Commissioner Santiago to the LAMTD board pending County acceptance: 1st by Bill Mutz, 2nd by Phillip Walker, motion passes
- Thank Tom and David for the financial position of the District

Commissioner Walker

- Appreciated the growth and direction of the board of the years with Commissioner Hall on board

Commissioner McCarley

- Concur with expanding representation from East Polk County

Commissioner Lindsey

- Motion to make Commissioner Walker Secretary: 1st by George Lindsey, 2nd by Sara McCarley, motion passes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Sep 9th, 2020 at 8:30 a.m.

Adjournment at 9:08 a.m.

Approved this 14th day of October, 2020.

Chair – Lakeland City Commissioner Sara McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Lakeland City Commission Conference Room,
Lakeland City Hall
Wednesday, September 3, 2020, at 5:01 p.m.

Directors:

Polk County Commissioner George Lindsey III
Polk County Commissioner John Hall
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips

Executive Assistant: James Phillips

Call to Order

5:01 p.m. By Secretary George Lindsey

Agenda Item #1 – Proposed FY 19/20 Millage Rate / David Persaud, CFO

- **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2020-2021 millage levy and the Fiscal Year 2020-21 budget before the millage and the budget can be finally adopted. This is the first of two hearings.
- **Truth In Millage (TRIM) Notice-** On July 15th, 2020 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statue and appropriately submitted the form to the Polk County Property Appraiser's office before the required August 4, 2020 deadline.
- **Millage Rate-** Staff is presenting the tentative millage resolution for adoption with the .5000 millage levy.
- **Percentage over Rolled-Back Rate-** As required by the Florida Statues, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4552. This percentage increase is 9.84%.
- **Fiscal Year 2020-21 Annual Budget-** The proposed budget for Fiscal Year 2020-2021 was presented to the LAMTD Board on August 12, 2020.
- **Maximum Millage Calculation Final Disclosure-** The minimum vote required to approve the proposed tentative millage rate of .5000 mills is the majority vote of the governing body.
- The final public hearing will be held on September 17, 2020 at 5:01PM at the same location.

Agenda Item #2 – Public Comments

None

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Lakeland City Commission Conference Room,
Lakeland City Hall
Wednesday, September 3, 2020, at 5:01 p.m.

Agenda Item #3 – Proposed FY 19/20 Millage Rate / David Persaud, CFO

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase over the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1.

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2020/2021 is .5000 mills and **the staff must publicly read at this meeting before the adoption of the millage levy resolution the following:**

“The Lakeland Area Mass Transit District FY 2020-2021 millage levy is .5000 mills.

- The Rolled-back rate is .4552
- The percentage of increase over the rolled-back rate is 9.84% percent
- The millage rate to be levied for 2020/2021 fiscal year is .5000 mills.”

“Approve FY 2019/20 Tentative Millage Resolution Rate of .5000 mills.”

1st Sara McCarley / 2nd George Lindsey

Polk County Commissioner George Lindsey III - Aye
Polk County Commissioner John Hall - Aye
City of Lakeland Commissioner Sara McCarley - Aye
City of Lakeland Commissioner Phillip Walker – Aye
City of Lakeland Mayor Bill Mutz – Aye

MOTION CARRIES

Agenda Item #4 – Tentative FY 2019/2020 Budget / David Persaud, CFO

LAMTD is presenting the FY 20/21 Tentative Budget which reflects a millage levy of .5000 mills. The FY 2020/2021 budget is balanced as reflected in the budget summary. The Budget was presented to the LAMTD board on August 12, 2020.

Agenda Item #5 – Public Comments

None

Agenda Item #6 – Tentative FY 19/20 Budget / David Persaud, CFO

LAMTD is recommending approval of FY 2020/21 Tentative Budget.

“Approval of the Tentative FY 2019/2020 Budget Resolution.”

1st George Lindsey/ 2nd John Hall

Polk County Commissioner George Lindsey III - Aye
Polk County Commissioner John Hall - Aye
City of Lakeland Commissioner Sara McCarley - Aye
City of Lakeland Commissioner Phillip Walker – Aye
City of Lakeland Mayor Bill Mutz – Aye

MOTION CARRIES

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Lakeland City Commission Conference Room,
Lakeland City Hall
Wednesday, September 3, 2020, at 5:01 p.m.

Adjournment at 5:05 p.m.

Approved this 14th day of October, 2020.

Chair – Lakeland City Commissioner Sara McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Lakeland City Commission Conference Room,
Lakeland City Hall
Thursday, September 17, 2020, at 5:01 p.m.

Directors:

Polk County Commissioner George Lindsey III
Polk County Commissioner John Hall
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips

Executive Assistant: James Phillips

Call to Order

5:01 p.m. By Chairman John Hall

Agenda Item #1 – Final FY 2020-21 Millage Rate/ David Persaud, CFO

• **Required Public Hearings-** The Lakeland Area Mass Transit District (LAMTD) is required to conduct two public hearings on the 2020-21 millage levy and the Fiscal Year 2020-21 budget before the millage and the budget can be finally adopted. This is the second of two hearings.

• **Truth In Millage (TRIM) Notice-** On July 15th, 2020 the LAMTD Board tentatively certified a .5000 proposed millage levy by a majority vote as authorized by the Florida Statue and appropriately submitted the form to the Polk County Property Appraiser's office before the required August 4, 2020 deadline.

• **Millage Rate-** Staff is presenting the final millage resolution for adoption with the .5000 millage levy.

• **Percentage over Rolled-Back Rate-** As required by the Florida Statues, LAMTD will need to publicly announce and advertise the percentage increase that the proposed tax rate of .5000 is above the Rolled-Back rate which is .4552. This percentage increase is 9.84%.

• **Fiscal Year 2020-21 Annual Budget-** The proposed budget for Fiscal Year 2020-2021 was presented to the LAMTD Board on August 12, 2020.

• **Maximum Millage Calculation Final Disclosure-** The minimum vote required to approve the proposed final millage rate of .5000 mills is the majority vote of the governing body.

• The first public hearing was held on September 3, 2020 and the Board approved the tentative millage resolution and the tentative FY 2020-21 budget resolution.

• The District advertised the date, time and place for the second public hearing in the *Lakeland Ledger* on September 13th, 2020.

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Lakeland City Commission Conference Room,
Lakeland City Hall
Thursday, September 17, 2020, at 5:01 p.m.

- The final public hearing will be held on September 17, 2020 at 5:01PM at the same location.

Agenda Item #2 – Public Comments

None

Agenda Item #3 – Final FY 2020-21 Millage Rate / David Persaud, CFO

At both Public hearings, the governing body will hear comments about the proposed tax increase and explain the reasons for the proposed increase over the rolled-back rate.

At both the tentative and final hearings, the governing body must adopt its millage rate before it adopts a budget (F.S. 200.065 (2)(e)1.

The Taxing District must adopt the millage rate and budget by separate votes at the advertised hearing.

The District millage levy for FY 2020/2021 is .5000 mills and the **staff must publicly read at this meeting before the adoption of the millage levy resolution the following:**

“The Lakeland Area Mass Transit District FY 2020-2021 millage levy is .5000 mills.

- The Rolled-back rate is .4552
- The percentage of increase over the rolled-back rate is 9.84 percent
- The millage rate to be levied for 2020/2021 fiscal year is .5000 mills.”

“Request to approve FY 2020/2021 Final Millage Resolution Rate of .5000 mills.”

1st George Lindsey/ 2nd Phillip Walker

Polk County Commissioner George Lindsey III - Aye

Polk County Commissioner John Hall - Aye

City of Lakeland Commissioner Sara McCarley - Aye

City of Lakeland Commissioner Phillip Walker – Aye

City of Lakeland Mayor Bill Mutz – Aye

MOTION CARRIES

Agenda Item #4 – Final FY 2020/2021 Budget / David Persaud, CFO

LAMTD is presenting the FY 20/21 Final Budget which reflects a millage levy of .5000 mills. The FY20/21 budget is balanced as reflected in the budget summary.

The Budget was presented to the LAMTD Board on August 12, 2020.

[Attachments available]

Agenda Item #5 – Public Comments

None

Agenda Item #6 – Final FY 20/21 Budget / David Persaud, CFO

The Sources and uses of funds are reflected in the total budget \$11,056,600. The Budget is balanced with revenues equal to expenses.

“Recommend Approval of the Final FY 2019/20 Budget Resolution.”

1st Phillip Walker/ 2nd George Lindsey

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING
Lakeland City Commission Conference Room,
Lakeland City Hall
Thursday, September 17, 2020, at 5:01 p.m.

Polk County Commissioner George Lindsey III - Aye
Polk County Commissioner John Hall - Aye
City of Lakeland Commissioner Sara McCarley - Aye
City of Lakeland Commissioner Phillip Walker – Aye
City of Lakeland Mayor Bill Mutz – Aye

MOTION CARRIES

Adjournment at 5:05 p.m.

Approved this 14th day of October, 2020.

Chair – Lakeland City Commissioner Sara McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
EMERGENCY MEETING
Lakeland City Commission Conference Room,
Lakeland City Hall
Thursday, September 30, 2020, at 8:30 a.m.

Directors:

Polk County Commissioner George Lindsey III
Polk County Commissioner John Hall
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Phillip Walker

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30 p.m. By Chairman John Hall

Agenda Item #1 – Public Comments

None

Agenda Item #2 – Approval of MOU between LAMTD and TWU-525

The TWU 525 and LAMTD staff have agreed to move, for one time, for the bus runs following the bid process to begin in November instead of October as originally agreed during the negotiation process.

“Board approval of the Memorandum of Understanding dated Sept 30, 2020 between LAMTD and TWU-525.”
1st George Lindsey/ 2nd Phillip Walker

Polk County Commissioner George Lindsey III - Aye
Polk County Commissioner John Hall - Nay
City of Lakeland Commissioner Sara McCarley - Aye
City of Lakeland Commissioner Phillip Walker – Aye
City of Lakeland Mayor Bill Mutz – Not present

MOTION CARRIES

Adjournment at 9:05 a.m.

Approved this 14th day of October, 2020.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCT 14, 2020
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 14, 2020
AGENDA ITEM #3a

Agenda Item: August 31, 2020 LAMTD Monthly Financial Statement
FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachments

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date AUGUST 31, 2020
FY 2019-2020

Year to Date August 31, 2020

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	92%	\$10,078,770	\$9,730,100	97%	\$11 Million
Expenses YTD	92%	\$10,078,770	\$8,574,760	85%	\$11 Million

REVENUES:

The total revenues realized year-to-date through August 31, 2020 totaled \$9.73 million or 97% of the YTD budget.

- Farebox revenues reflect \$353,407 or 65% of YTD budgeted revenues through August 31, 2020.
- Contract revenues totaled \$126,928 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.97million or 102% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$97,000 under budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$1.1 million.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled \$1.66 million.
- Advertising income reflects \$102,000 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$57,300 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date August 31, 2020
FY 2019-2020

EXPENSES:

The total expenses year-to-date through August 31, 2020 totaled \$8.57 million or 85% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of August 31, 2020, these expenses totaled \$5.8 million or 10% under budget of \$6.5 million a favorable variance.
- Professional and Technical Services expenses totaled \$375,450 of the YTD budget, and over budget.
- Other services expenses totaled \$67,563 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$305,645 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$505,280 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through August 31, 2020

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through August 31st the financials reflect a favorable actual variance of \$1.16 million with 92% of the fiscal year due to collection of property taxes.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

*

	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15
1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965

* Total 10.13%, LAMTD 13.37%, PCTS 4.70%



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2020
MONTHLY FINANCIAL STATEMENT
MONTH OF Aug 2020

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 21,664	\$ 49,403	\$ (27,739)	-56%	\$ 353,407	\$ 543,428	\$ (190,021)	-35%	\$ 592,830
Contract Income (UAP)	\$ 10,821	\$ 17,781	\$ (6,960)	-39%	\$ 126,928	\$ 195,589	\$ (68,661)	-35%	\$ 213,370
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 130,911	\$ 85,800	\$ 45,111	53%	\$ 93,600
Miscellaneous Income	\$ 1,915	\$ 8,167	\$ (6,252)	-77%	\$ 57,287	\$ 89,833	\$ (32,546)	-36%	\$ 98,000
Advertising Revenue	\$ -	\$ 12,000	\$ (12,000)	-100%	\$ 101,880	\$ 132,000	\$ (30,120)	-23%	\$ 144,000
Investment/Interest Income (net)	\$ 2,122	\$ 12,500	\$ (10,378)	-83%	\$ 97,045	\$ 137,500	\$ (40,455)	-29%	\$ 150,000
Ad Valorum Income, net	\$ 2,737	\$ 404,623	\$ (401,885)	-99%	\$ 4,970,974	\$ 4,450,848	\$ 520,127	12%	\$ 4,855,470
FDOT Operating Grant	\$ 226,336	\$ 142,215	\$ 84,121	59%	\$ 1,056,026	\$ 1,564,365	\$ (508,339)	-32%	\$ 1,706,580
Federal Operating Grant	\$ 415,071	\$ 200,542	\$ 214,529	107%	\$ 1,662,638	\$ 2,205,958	\$ (543,320)	-25%	\$ 2,406,500
Cost Recovery	\$ -	\$ 2,167	\$ (2,167)	-100%	\$ 56,824	\$ 23,833	\$ 32,990	138%	\$ 26,000
City of Lakeland	\$ 15,091	\$ 15,152	\$ (60)	0%	\$ 167,442	\$ 166,668	\$ 774	0%	\$ 181,820
Bartow Express	\$ -	\$ 1,478	\$ (1,478)	-100%	\$ -	\$ 16,262	\$ (16,262)	-100%	\$ 17,740
PCTS - Support Cost Reimb.	\$ 42,426	\$ 42,426	\$ (0)	0%	\$ 466,684	\$ 466,684	\$ (0)	0%	\$ 509,110
TOTAL REVENUES	\$ 825,472	\$ 916,252	\$ (90,780)	-10%	\$ 9,730,096	\$ 10,078,768	\$ (348,672)	-3%	\$ 10,995,020
Salaries	\$ 371,179	\$ 413,593	\$ (42,413)	-10%	\$ 4,118,701	\$ 4,549,518	\$ (430,816)	-9%	\$ 4,963,110
Employee Benefits	\$ 159,504	\$ 178,214	\$ (18,710)	-10%	\$ 1,704,743	\$ 1,960,356	\$ (255,612)	-13%	\$ 2,138,570
Advertising Fees	\$ -	\$ 1,583	\$ (1,583)	-100%	\$ 7,061	\$ 17,417	\$ (10,356)	-59%	\$ 19,000
Professional & Technical Services	\$ 74,469	\$ 30,564	\$ 43,905	144%	\$ 375,452	\$ 336,206	\$ 39,246	12%	\$ 366,770
Contract Maintenance Services	\$ 10,251	\$ 10,383	\$ (133)	-1%	\$ 78,134	\$ 114,217	\$ (36,082)	-32%	\$ 124,600
Other Services	\$ 4,725	\$ 5,204	\$ (479)	-9%	\$ 67,563	\$ 57,246	\$ 10,317	18%	\$ 62,450
Fuel & Lubricants	\$ 19,864	\$ 50,179	\$ (30,315)	-60%	\$ 305,645	\$ 551,971	\$ (246,326)	-45%	\$ 602,150
Freight	\$ 500	\$ 846	\$ (346)	-41%	\$ 5,893	\$ 9,304	\$ (3,411)	-37%	\$ 10,150
Repairs & Maintenance	\$ -	\$ 4,217	\$ (4,217)	-100%	\$ 22,114	\$ 46,383	\$ (24,270)	-52%	\$ 50,600
Materials & Supplies	\$ 41,639	\$ 54,008	\$ (12,369)	-23%	\$ 505,281	\$ 594,092	\$ (88,811)	-15%	\$ 648,100
Utilities/Telephone	\$ 9,645	\$ 13,183	\$ (3,538)	-27%	\$ 114,210	\$ 145,017	\$ (30,807)	-21%	\$ 158,200
Insurance Expense	\$ 32,940	\$ 35,374	\$ (2,434)	-7%	\$ 359,482	\$ 389,116	\$ (29,634)	-8%	\$ 424,490
Dues & Subscriptions	\$ 549	\$ 3,700	\$ (3,151)	-85%	\$ 18,341	\$ 40,700	\$ (22,359)	-55%	\$ 44,400
Education/Training/Meeting/Travel	\$ 3,109	\$ 7,175	\$ (4,066)	-57%	\$ 31,646	\$ 78,925	\$ (47,279)	-60%	\$ 86,100
Service Charges	\$ 676	\$ 1,150	\$ (474)	-41%	\$ 6,970	\$ 12,650	\$ (5,680)	-45%	\$ 13,800
Office Expense	\$ 7,696	\$ 9,408	\$ (1,713)	-18%	\$ 72,553	\$ 103,492	\$ (30,939)	-30%	\$ 112,900
Advertising & Promotions	\$ 730	\$ 2,083	\$ (1,353)	-65%	\$ 9,968	\$ 22,917	\$ (12,948)	-57%	\$ 25,000
Miscellaneous Expenses	\$ 1,322	\$ 4,971	\$ (3,649)	-73%	\$ 34,554	\$ 54,679	\$ (20,125)	-37%	\$ 59,650
Property Appraiser/Tax Collector Comm	\$ 55	\$ 14,262	\$ (14,207)	-100%	\$ 177,235	\$ 156,878	\$ 20,357	13%	\$ 171,140
LDDA, CRA Contributions	\$ -	\$ 19,270	\$ (19,270)	-100%	\$ 257,706	\$ 211,970	\$ 45,736	22%	\$ 231,240
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ (31,489)	-56%	\$ 277,507	\$ 623,883	\$ (346,376)	-56%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ 24,000	\$ 1,833	\$ 22,167	1209%	\$ 2,000
Restricted Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL EXPENDITURES	\$ 764,081	\$ 916,252	\$ (152,171)	-17%	\$ 8,574,761	\$ 10,078,768	\$ (1,504,008)	-15%	\$ 10,995,020
REVENUES (OVER)/UNDER EXPENDITURES	\$ 61,391	\$ -	\$ 61,391		\$ 1,155,335	\$ -	\$ 1,155,335		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 14, 2020
AGENDA ITEM #3b

Agenda Item: August 31, 2020 Financials for Polk County Transit Services
Contract – FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 14, 2020
AGENDA ITEM #3b

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of August 31, 2020
Year to Date Report
Percent of FY Reported (92%)

Revenues

- The revenues totaled \$5.8 million or 81% of the year-to-date budget.
- The FTA grants drawdown \$1.5 million year-to-date.
- Fare Revenues totaled \$67,880 or 54% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and in line with the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$1.14 million or 71%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$6.1 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$3.4 million or 88% of the YTD Budget
- Operating expenses totaled \$1.9 million or 85% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$825,480 or 92% of budget.
- Capital Expenses shows no activity.

Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of August 2020

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 2,176,676	\$ 1,995,286	\$ 2,176,676	109%
Other Contract Revenue - County	\$ 36,690	\$ 33,632	\$ 10,837	32%
City Contribution	\$ 497,320	\$ 455,877	\$ 495,621	109%
County Contribution - PCTS	\$ 407,220	\$ 373,285	\$ 407,220	109%
Fares	\$ 136,000	\$ 124,667	\$ 67,877	54%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 643,490	\$ 589,866	\$ 560,488	95%
RURAL AQR07	\$ 1,077,966	\$ 988,135	\$ 579,135	59%
FTA				
FTA 5307 Grant	\$ 2,879,208	\$ 2,639,274	\$ 1,498,354	57%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
Total	\$ 7,854,570	\$ 7,200,022	\$ 5,796,208	81%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 4,245,240	\$ 3,891,470	\$ 3,421,765	88%
Contract	\$ 980,326	\$ 898,632	\$ 825,476	92%
Operating	\$ 2,361,754	\$ 2,164,941	\$ 1,848,273	85%
Capital	\$ 203,160	\$ 186,230	\$ -	0%
Capital - Loughman Route	\$ 64,090	\$ 58,749	\$ -	0%
Total	\$ 7,854,570	\$ 7,200,022	\$ 6,095,514	85%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 14, 2020
AGENDA ITEM #3c

Agenda Item: August 31, 2020 Financials for The Transportation Disadvantaged Program– FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

The Transportation Disadvantaged Program fiscal year starting July 1, 2020 and ends June 30, 2021. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 14, 2020
AGENDA ITEM #3c

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of August 31, 2020
Year to Date Report
Percent of FY Reported (17%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- The revenues totaled \$191,310 or 77% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$175,380 or 79% of the grant.
- Contract Revenues and other revenues totaled \$6.
- The County funding for the match totaled \$15,920 or 64%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$170,490 or 69% of the year-to-date budget.
- Salaries and wages totaled \$141,770 or 89% of the YTD Budget.
- Operating expenses totaled \$28,720 or 33% of the YTD Budget.

Operating Results

- Actual Revenues exceeded actual expenses by \$20,820.

**Lakeland Area Mass Transit District
Transportation Disadvantage Program
Period Ending - August, 2020**

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 148,300	\$ 24,717	\$ 15,922	64%
Contract Revenue	\$ 260	\$ 43	\$ 6	
Adult Day Care		\$ -	\$ -	
FDOT Grants:		\$ -		
CTD Grant -Operat	\$ 1,334,690	\$ 222,448	\$ 175,381	79%
Total	\$ 1,483,250	\$ 247,208	\$ 191,309	77%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 957,930	\$ 159,655	\$141,771	89%
		\$ -		
Operating	\$ 525,320	\$ 87,553	\$ 28,716	33%
Total	\$ 1,483,250	\$ 247,208	\$170,487	69%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
October 14, 2020
AGENDA ITEM #3d

Agenda Item: **Internet Service Provider with Service Upgrade**

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve award of Contract #20-008 for an Internet Service Provider with Service/System Upgrade to Spectrum Enterprises, for a Not to Exceed \$50,000 annually.

Funding Source: Grant reimbursement as an indirect cost, totaling \$50,000 annually. (\$29,000 County and \$19,000 LAMTD).

The \$50,000 is a slight increase compared to current cost. This can be attributed to service and equipment upgrades (fiber verses coax cable for data transmission).

Summary: On August 31, 2020, the District issued an Informal Request for Quote, #20-008, for an Internet Service Provider with Service/System Upgrades for various locations.

- Bartow RMCC,
- Winter Haven Terminal
- Lakeland Terminal
- Gow Fields Park & Ride
- LAMTD Administrative Office

Currently and agency wide, the internet service/system does not provide the reliability, redundancy, or the failover (backup operations) necessary for the seamless functionality of the District or to implement essential software upgrades. The service upgrade will also increase internet speed while eliminating outages and lag time agency wide.

The request for quote was conveyed both verbally and electronically to 3 internet service providers, as dictated by serviceable territory.

AGENDA ITEM #3d – CONT.

Offers were received by each of the 3 provider and reviewed for responsiveness by the IT Department. All were found responsive and evaluated on price.

The process resulted in a cost increase of roughly \$16,000 annually with a total annual cost Not to Exceed \$50,000, based on a 60-month contract term and would reflect the following funding breakdown:

Location	Service Upgrades	Current Fees	New Svc Fees
Bartow RMCC	30 Mbps to 100 Mbps w/redundancy	\$1,844.00	\$1,338.25
Winter Haven Terminal	100 Mbps coax to 100 Mbps fiber w/redundancy	\$235.00	\$1,045.00
County Monthly Subtotal		\$2,079.00	\$2,383.25
Lakeland Terminal	100 Mbps coax to 100 Mbps fiber	\$214.98	\$214.98
LAMTD Admin. Office	100 Mbps coax to 200 Mbps fiber w/redundancy	\$218.95	\$1,225.00
Gow Fields Park & Ride	100 Mbps coax to 100 Mbps fiber	\$134.98	\$134.98
Lakeland Monthly Subtotal		\$568.91	\$1,574.96

In conclusion, Spectrum Enterprise is being recommended for award.

Attachments: Contract Award Analysis

AWARD ANALYSIS AND SUMMARY SHEET**Solicitation Number: 20-008****Contract Information**

- A. Description:** Internet Service Provider with Service Upgrade
- B. Contractor:** Spectrum Enterprise
- C. Contract Number:** 20-008
- D. Contract Amount:** Not to Exceed \$50,000 annually
- E. Contract Type:** Firm Fixed Unit Price
- F. Term of Contract:** Five-year base term
- G. Options Available:** No option terms
- H. Base Term Expiration:** October 2025
- I. Options Term(s) Expiration:** No option terms
- J. Funding Source:** Grant reimbursement as an indirect cost

Solicitation Information

- A. Issue Date:** August 31, 2020
- B. Number of Notifications Sent:** Three (3) firms received notification of the solicitation.
- C. Date and Time Offers were due:** Best and Final Offer were due September 30, 2020 at 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Three (3)
- E. Price Summary of offers:**

CALCULATED PRICE SUMMARY SHEET				
Offeror	Annual Pricing for 36 Month Agr	Annual Pricing for 60 Month Agr	PRICE POINTS (100 points possible)	RANKING
Spectrum Enterprises	\$ 53,282.52	\$ 47,498.52	100	1
Windstream Enterprise	\$ 57,817.68	\$ 54,087.72	88	2
Lumen Century Link	\$ 70,042.08	\$ 66,485.16	71	3

F. Late Offers (if any): None

G. Discussion of Nonresponsive Offers (if any): None

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on a comparison of current service pricing, bids received, and an independent cost estimate.

I. Determination of Responsibility:

Financial Responsibility Survey: The intended awardee(s) is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform this contract and are recommended for award.

Arithmetic Check: Yes

Debarment/Suspension Status: Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched:

- FL Department of Management Services
(http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
- Office of Inspector General (<http://exclusions.oig.hhs.gov/>)
- System for Award Management (<https://www.sam.gov/SAM>)
- Scrutinized Vendor List (<https://www.sbafla.com/fsb/PerformanceReports.aspx>)

J. Protests received (and disposition of any received, if applicable): None.

K. Statements of Decline: Firms, that would typically bid, were contacted, requesting an explanation as to the lack of offer submittals. Two firms responded, stating that they have exceeded their production capabilities.

Determination and Recommendation

Spectrum Enterprises was determined to be a responsive and responsible contractor, which ranked highest overall, through a full and open competition. The offeror has the capacity to perform under this contract and are recommended for award

Prepared by: 
Purchasing Agent/Contracts Specialist, Lisa Harris

Date

9/29/20

Approved by: _____
Procurement Manager, Todd Morrow

Date

Approved by: 
Project Manager and CFO, David Persaud

Date

9/29/20

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Oct 14, 2020
AGENDA ITEM #4a

Agenda Item: **Agreement w/ Elderpoint Ministries for us of Park and Ride Facility**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the use of the Park and Ride Facility for Elderpoint Ministries

Summary: This agreement will need to be ratified by the City of Lakeland, who we lease the land from, but will establish Elderpoint vehicles as trusted vehicles to utilize the pullout areas of our park and ride facilities similar to Megabus.

Attachments: Agreement

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCT 14, 2020
AGENDA ITEM #4b

Agenda Item: **Gresham Farms Addition of Land Annexation**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the annexation of additional lands to the district

Summary: This annexation will add a portion of Gresham Farms to the district.

Attachments: Resolution 21-1

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCT 14, 2020
AGENDA ITEM #4c

Agenda Item: **Gresham Farms Commercial Addition of Land Annexation**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the annexation of additional lands to the district

Summary: This annexation will add the remaining portion of Gresham
Farms to the district.

Attachments: Resolution 21-2

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
OCT 14, 2020
AGENDA ITEM #4d

Agenda Item: **Agreement for Legal Service**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the agreement for legal services

Summary: This agreement will continue legal services between the
Lakeland Area Mass Transit District and the Darby Law Group

Attachments: Agreement

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 12, 2020
AGENDA ITEM #4e

Agenda Item: **Ratification of memo with TWU 525**

Presenter: Ben Darby, Esq.

Recommended
Action: Ratify the memo signed on September 30,2020

Summary: On September 30, 2020, the LAMTD Boar of Directors held an emergency meeting at staff recommendation to approve a memo allowing the local TWU-525 chapter to restart the bid process after an error was occurred. Following a 3-1 vote, the motion was passed and is before the board today for ratification.

Attachments: Memo

**MEMORANDUM OF UNDERSTANDING REGARDING INFORMAL DISCUSSIONS
BETWEEN
LAKELAND AREA MASS TRANSIT DISTRICT
AND
TRANSPORT WORKERS UNION OF AMERICA
AFL-CIO LOCAL 525**

This Memorandum of Understanding (“MOU”) is entered into by and between Lakeland Area Mass Transit District (“the District”) and Transport Workers Union of America AFL-CIO Local 525 (“Union”) (collectively referred to as the “Parties”):

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”), effective from October 4, 2020, through September 30, 2023, covering all regular full-time and part-time Apprentice Technicians, Technicians, Master Technicians, Quality Assurance Master Technicians, Parts Procurement & MIS Administrative Specialists, Bus Operators, Bus Operator Trainees, Electronic Technicians, Utility 1 & 2 Technicians, Facility 1 & 2 Technicians, and Parts Technicians.

WHEREAS, Article 19 of the CBA vests the Union with the authority to administer the bidding process by which Bus Operators may select the routes they prefer to work and those selections are to be effective October 1 of each year as set forth in the CBA;

WHEREAS, the Union misapplied the bidding process for the routes that would begin on October 1, 2020, and the Union must permit Bus Operators to redo the bids on routes, and the Union cannot redo the bidding process in order to have the routes selected and in place by October 1, 2020;

NOW, THEREFORE, the District and the Union desire to set forth their mutually agreed upon understanding in this MOU as follows:

Solely for the calendar year 2020 bidding process, the District and the Union agree that the Union will redo the bidding process and the new routes will take effect November 1, 2020.

For calendar year 2021 and beyond, the Union will administer the bid process so Bus Operators may select the routes they prefer to work and those selections will be effective October 1 of each year as set forth in the CBA.

Nothing in this MOU shall abrogate or otherwise modify the parties' respective rights and responsibilities as set forth in the CBA. Nothing in this MOU is intended to or shall be deemed to be a modification or amendment of any other the provisions set forth the future CBA.

This MOU is entirely non-precedential as to any claims (whether or not presently existing) by the Union, the District, or any person, firm, corporation, agency or labor organization, and this MOU and cannot be relied upon or otherwise used in any labor arbitration or civil proceeding as an admission against interest or precedent of any kind.

[Signature Lines Contained On The Next Page]

Date: _____

For the Union:

Kevin Smith - President

Date: _____

For the District:

Commissioner John Hall, Chair

Commissioner Sara Roberts
McCarley

Commissioner Phillip Walker

Commissioner George Lindsey

Commissioner H. William Mutz

Tom Phillips, Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: OCT 14, 2020
AGENDA ITEM 5

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director to be
discussed, but not limited to, include:

- November board meeting date

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: OCT 14, 2020
AGENDA ITEM 6a

Agenda Item: **September calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Review and summary of events taken place in September.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 30	31 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div>	Sep 1	2 <div>11:00am Interview w/ Winter Haven Sun</div> <div>3:00pm 4mo Check-up w/ Dr. Reede; Watson Main</div>	3 <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div> <div>8:40am Agnini Dental</div> <div>9:00am Senior Staff Meeting; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executiv...</div> <div>5:01pm TRIM Initial Public Hearing; http...</div> <div>5:01pm TRIM Initial Public hearing; 3rd f...</div>	4 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:15am Communication Workshop; Mitchell's ; Tom Phillips</div>	5
6	7 <div>Labor Day; United States</div>	8 <div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>1:00pm Agnini</div> <div>1:30pm TBARTA September Transit Man...</div>	9 <div>8:30am LAMTD Board Meeting; https://us02web.zoom.us/j/88211654556?pwd=dURoMS9XWkhFK0tZaEh2MXZ2L3h4Zz09; James Phillips</div>	10 <div>8:00am Repatha</div> <div>9:00am Senior Staff Meeting; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	11 <div>Marcia Vacation ; Vacation ; Marcia Roberson</div> <div>9:30am Reopen Lakeland Taskforce; Zoom; Sarah Breed</div> <div>1:30pm Citrus Connection Transit Studies Discussion w/ MPO & Tindale Oliver; https://us02web.zoom.us/j/85490551376?pwd=eTJKQWd3OU4wN0dvMmhZM1M5VXVmdz09; Davis, Julia</div>	12
13	14 <div>Marcia Vacation ; Vacation ; Marcia Roberson</div> <div>11:00am Leave for Michelle's appointment</div> <div>12:00pm Appointment for Michelle; 13330 USF Laurel Dr, Tampa, FL 33612</div>	15 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div>	16	17 <div>8:00am Union Grievance</div> <div>8:00am Union Grievance; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>9:00am Senior Staff Meeting; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> <div>3:00pm Lea Ann Retirement; 100 E. Main...</div> <div>5:01pm TRIM Final Public Hearing; https...</div>	18 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>4:30pm Call w/ Chandra Frederick - Bus Benches</div>	19
20	21 <div>7:00am</div>	22 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>10:00am Fair share numbers meeting; https://us02web.zoom.us/j/8595872377...</div>	23 <div>James Remote</div> <div>10:00am Posner Park Ribbon Cutting ; Posner Park N Ride ; Erin Killebrew Kinlaw</div> <div>10:00am Address; Posner Commons at Posner Park; 5000 Grandview Pkwy, Davenport, FL</div>	24 <div>8:00am Repatha</div> <div>9:00am Senior Staff Meeting; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> <div>5:00pm Tony Delgado Retirement; 1916 Irish Pub; 2900 Buckingham Ave, Lakela...</div>	25 <div>4:00pm</div> <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>10:00am GENTS</div>	26
27	28 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>4:00pm LEDC Zoom Meeting; Click for Instructions; Steve Scruggs</div>	29	30 <div>8:30am Emergency LAMTD Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815...</div> <div>9:00am Intern Celebration; Outdoor break area; 1212 George Jenkins Blvd, L...</div> <div>11:15am Lunch - 1961</div> <div>5:00pm ABC Meeting for Davenport High School; Choice of District Office or Zoo...</div>	Oct 1 <div>10:30am Fair Share Contracts Meeting; Darby Law Firm; Erin Killebrew Kinlaw</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	2 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Communication Workshop</div>	3

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: OCTOBER 14, 2020
AGENDA ITEM #6b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through August 31, 2020.

Attachments: Ridership Report.

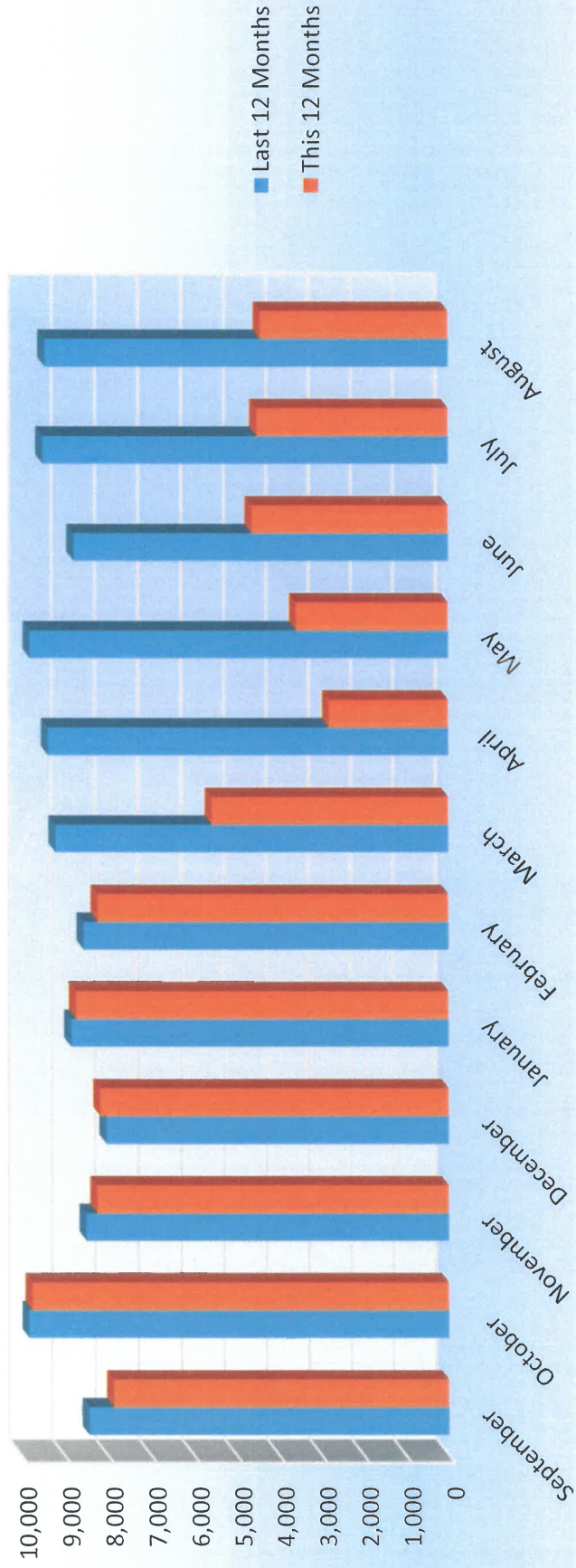
Citrus Connection and PCTS Fixed Route						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	125,714	108,078	113,220	117,763	109,219	-7%
November	111,028	106,998	104,149	104,192	89,803	-14%
December	122,018	111,197	95,520	95,813	91,147	-4%
January	101,190	103,647	93,227	106,080	96,288	-9%
February	111,486	108,068	100,300	100,900	93,231	-7%
March	117,618	116,794	99,916	101,697	76,736	-21%
April	110,754	103,274	95,993	106,578	27,855	-76%
May	105,362	108,224	95,476	104,034	39,257	-60%
June	106,252	102,092	93,781	93,028	47,522	-45%
July	100,929	98,193	92,042	103,793	34,314	-71%
August	115,998	118,104	111,898	109,285	36,186	-62%
September	109,705	89,794	98,550	100,468	0	0%
Totals	1,338,053	1,274,460	1,194,072	1,243,631	741,558	-35%

Citrus Connection and PCTS Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	7,846	7,071	8,654	9,820	9,745	-1%
November	6,690	7,002	7,940	8,495	8,246	-4%
December	7,330	7,014	7,660	8,032	8,177	2%
January	7,020	7,521	9,478	8,846	8,734	-1%
February	7,027	7,413	9,514	8,559	8,231	-4%
March	7,780	8,715	10,469	9,204	5,578	-42%
April	7,334	7,757	9,947	9,377	2,815	-85%
May	7,431	8,460	9,534	9,801	3,590	-73%
June	7,548	8,374	8,777	8,784	4,640	-49%
July	6,846	8,131	8,247	9,502	4,527	-61%
August	8,166	9,533	9,642	9,455	4,441	-53%
September	7,791	6,711	8,437	7,866	0	0%
Totals	88,809	93,702	108,299	107,741	68,724	-31%

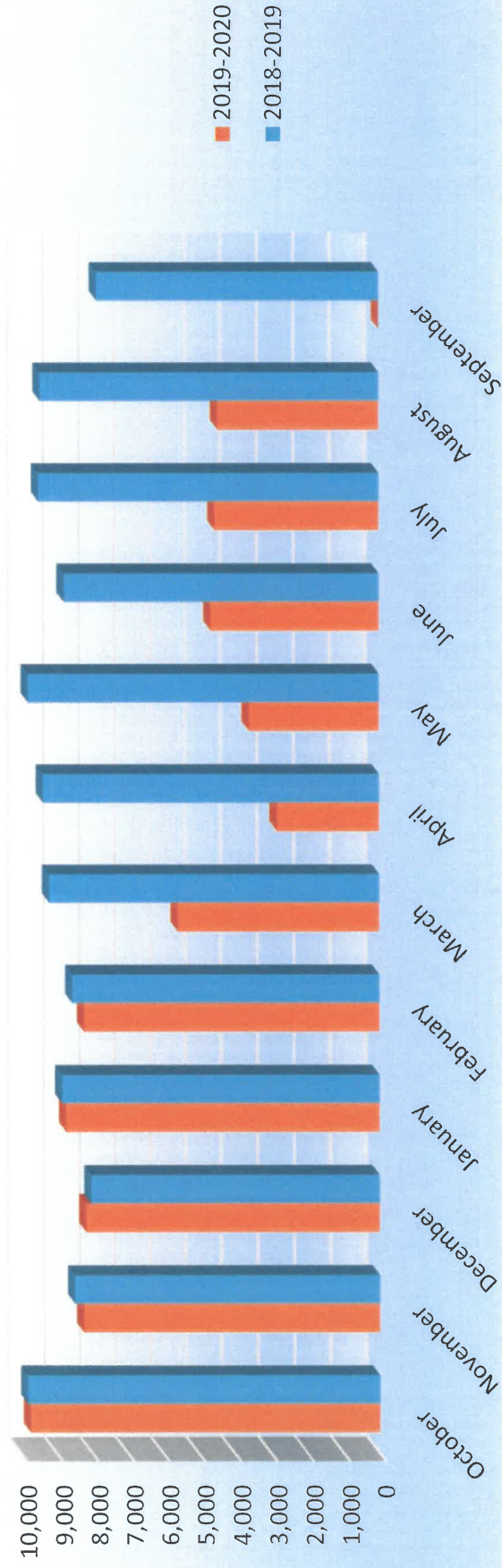
Citrus Connection only Fixed Route Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	83,092	67,636	73,349	74,739	67,938	-9%
November	73,987	71,083	67,437	66,084	55,331	-15%
December	82,287	72,646	60,879	60,217	55,960	-6%
January	67,774	70,767	58,830	66,889	58,774	-11%
February	74,506	71,884	63,140	62,854	57,800	-7%
March	79,428	78,158	62,897	63,867	47,927	-20%
April	73,926	67,338	59,873	67,078	19,363	-71%
May	69,120	72,329	60,039	66,297	25,570	-56%
June	71,398	67,965	59,754	60,242	30,667	-44%
July	68,162	66,347	59,884	67,655	21,996	-69%
August	76,847	79,427	71,375	70,546	23,297	-59%
September	72,624	54,155	62,306	65,477	0	0%
Totals	893,149	839,734	759,763	791,945	464,623	-36%

Citrus Connection only Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	4,094	3,229	4,025	4,745	4,889	3%
November	3,437	3,252	3,734	3,963	3,980	1%
December	3,695	3,154	3,444	3,818	3,930	4%
January	3,512	3,507	4,055	4,252	4,277	1%
February	3,496	3,505	3,909	4,248	4,255	0%
March	3,897	4,040	4,217	4,513	2,392	-53%
April	3,651	3,694	3,935	4,630	1,111	-95%
May	3,589	4,060	3,848	4,916	1,431	-86%
June	3,660	3,880	3,627	4,352	2,041	-60%
July	3,269	3,681	3,437	4,612	1,768	-77%
August	3,866	4,306	3,978	4,686	1,960	-63%
September	3,747	6,039	3,396	3,414	0	0%
Totals	43,913	46,347	45,605	52,149	32,034	-34%

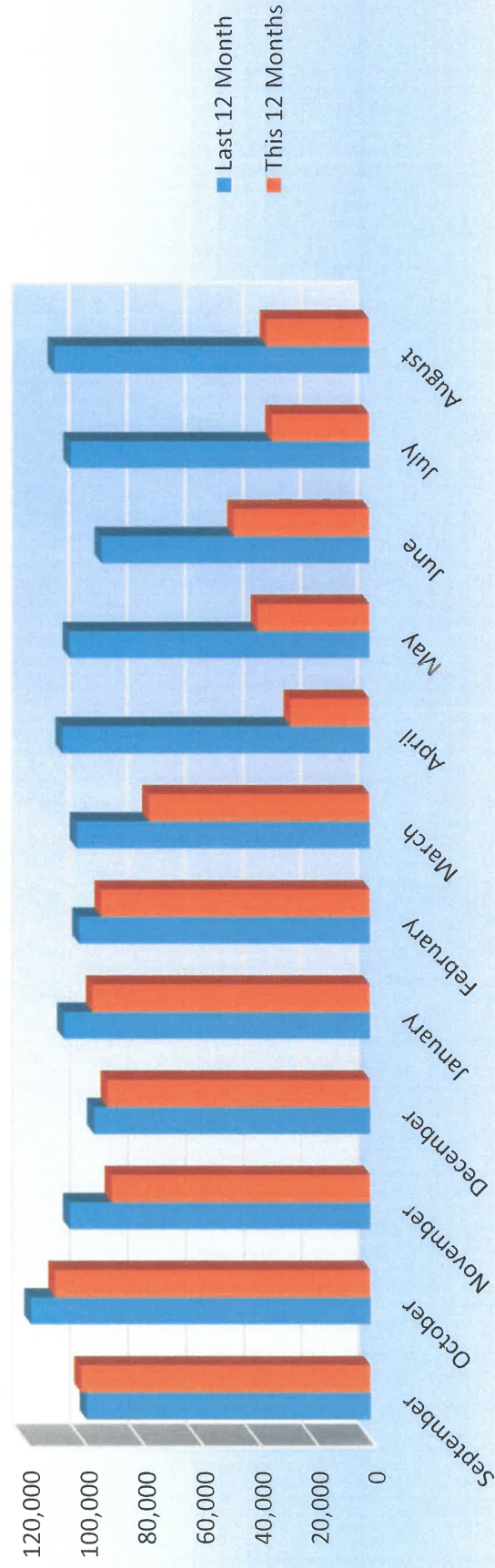
Citrus Connection and PCTS Para Over 12 Months



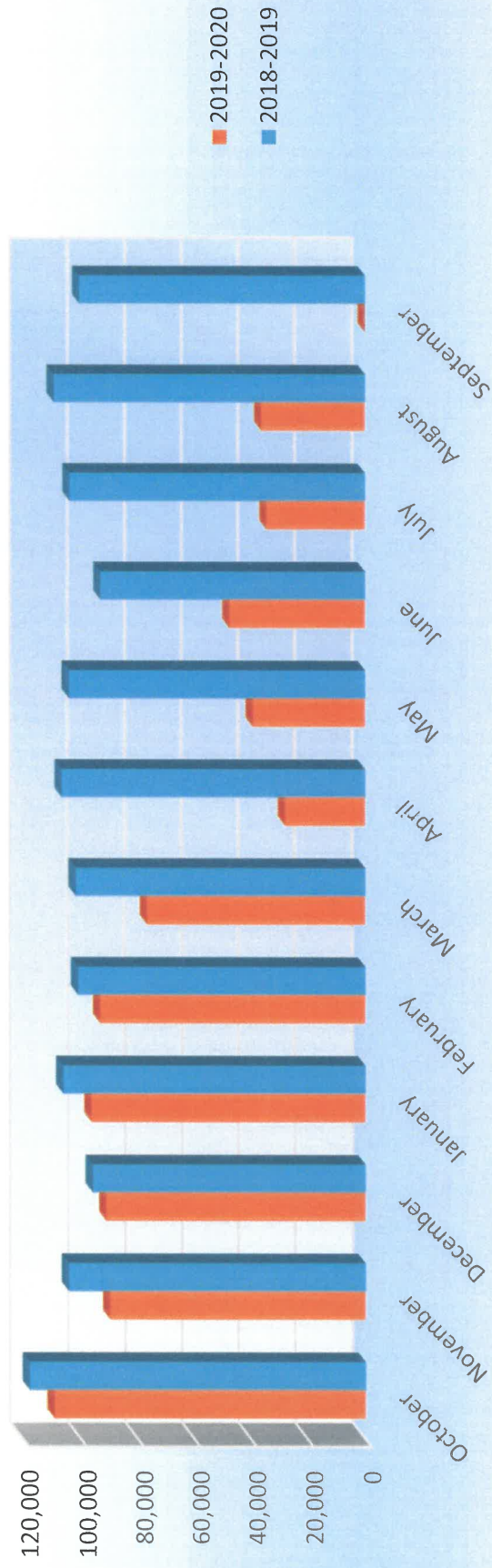
Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Fixed Route Total Ridership



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: SEP 9, 2020
AGENDA ITEM#7

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD